



City of Ladue Building Department

FENCE

**THE BUILDING DEPARTMENT IS NOT RESPONSIBLE FOR
INCOMPLETE OR INACCURATE SUBMITTALS.**

Submittal Requirements;

1. _____ Trustee Notification per Section IV-C (14) of Ordinance 1175
(One trustee must sign a set of plans, the application or submit an email stating they have been notified of proposed construction)
2. _____ Site plan at a scale of 1" = 20' or larger indicating the following;
 - _____ Property Lines
 - _____ Building setbacks & any easements
 - _____ Existing Structures including any existing fences
 - _____ Proposed fence location indicated
 - _____ Significant trees, existing/proposed landscaping if applicable, particularly if the fence is being proposed along a public street (ie; Clayton Rd., Ladue Rd., S. Price Rd., S. McKnight Rd., etc.)
3. _____ Fence detail showing height, post depth, spacing of vertical members, etc. This should be a drawing or photograph with dimensions provided
4. _____ Owner signature on application and \$100 deposit with submitted applications

Depending on the scope of work & project, additional information may be required & will be requested accordingly.

**ALL DRAWINGS MUST ACCURATELY REFLECT THE
PROPOSED STRUCTURE & SITE THE STRUCTURE IS
LOCATED ON.**

CITY OF LADUE APPLICATION FOR FENCE PERMIT

The owner is responsible for insuring that the information on the Application is true and complete. If your property is in the flood plain, consult with the Building Commissioner or City Clerk before proceeding. The City Staff will assist you in meeting the requirements of this application.

Requirements for Applications

City Ordinances require that an application must have the following items at the time of submission:

- Site plans, drawings and specifications – 2 sets.
- The fully executed application form which must be signed by the owner.
- \$100 deposit or the actual permit cost, whichever is less.

The Site Plan shall be drawn accurately to scale and must show the entire lot, building lines, street rights-of-way abutting the property, and the proposed fence location.

Applications without this site plan will not be accepted.

Plan Review

The Building Commissioner's review may reveal a potential violation of City Ordinances in the Owner's request. In such cases, the owner/agent may revise the proposal so that it complies with the ordinances and submit plans for further review.

When the City's review procedure has been completed the owner/agent will be notified that the permit has been issued or the review comments will be forwarded to the owner/agent. Building permit fees are paid when the permit is picked up.

Subdivision Trustees: Trustee notification is required on any fence permit and must be obtained before the application will be accepted by the City. Proof of notification shall be presented to the City when the application is submitted and shall consist of either a receipt of delivery by the U.S. Postal Service signed by the recipient or proof of attempted delivery by the U.S. Postal Service. Subdivision indenture provisions may require alterations to a plan that is otherwise in conformance with City ordinances. In the event your neighborhood does not have trustees, the applicant shall provide a letter to the Building Official stating such as part of their permit application.

Removal of trees over 6" caliper @ 4 ½ ft. is prohibited without a permit and may require a review by the Landscape Plan Review Board. Please ask the Building Department staff about this important aspect of your proposed improvements.

Permit Fees, Inspections, Inspection Fees

Building Permit fees are assessed at the time the permit is issued based on preliminary cost estimates. Costs are \$10.00 per \$100 of cost up to \$1,000. Above \$1,000 in cost, the fee is \$4.00 for residential and \$6.00 for commercial per \$1,000 or part thereof in excess of \$1,000. The total fee shall conform to the total cost of the work or operation.

Required Inspections: There are two required inspection as part of your fence project. The first inspection is a pier inspection to verify 30" post holes. The second is the final inspection to verify project completion and conformity with all building codes and City ordinances. Additional inspection fees may be required if plans are not on site or inspections are cancelled without notifying the Building Department in advance. Additional fees must be paid at or before the final inspection.

Other Important Information

Permit Expiration: Permits expire three months after the date of issuance unless the permitted work has begun. One extension up to six additional months may be granted by the Building Commissioner upon written application by the applicant stating the conditions which prevented commencement of the work within the three month period.

City of Ladue
Building Permit Application Form

Note: Any data marked with an asterisk () may be obtained by calling the Building Department.*

Part I: Applicant Information:

Date: _____ Address for which application is submitted: _____

Owner of property: _____

Owner's Address (if different): _____

Owner's Telephone: _____ (day) _____ (evening)

Application is hereby made to the Building Commissioner of the City of Ladue for a permit to build or construct
_____ at/on the above listed property, such construction being in

accordance with the drawings and specifications presented herewith and in conformity with the provisions of the
Building, Zoning, and other applicable ordinances, the estimated cost of which is \$ _____

to be completed on or about _____ of 20 _____.

Contractor: _____ Architect: _____

Address: _____ Address: _____

Telephone: _____ Fax: _____ Telephone: _____ Fax: _____

E-Mail: _____ E-Mail: _____

Part II: Property Information:

Note: Applicants proposing to erect a fence fill out (a), (d), (e), and (f) only.

*Is any part of the subject property in the Flood Plain? Yes No

If yes, consult with the Building Commissioner before proceeding.

a. *Size of lot _____ sq. ft. *Zoning District: _____

b. *Required Building Setbacks: Front _____ Rear _____ Side _____

c. *Required Accessory Use Setbacks: Front _____ Rear _____ Side _____

d. Does the property border two or more streets? Yes No

If yes, names of streets: _____

e. *Is property subject to Special Use Permit? Yes No

f. *Has a Variance to the Zoning Ordinance ever been granted/applied for? Yes No

g. Square footage of addition/new home, (including attached garages, covered porches, etc.): _____

h. Building height: _____ (See Ordinance 1175 Sec. XIII for definitions)

i. Depth below grade: _____ Number of Stories: _____

j. Exterior wall material and color: _____ Roof material and color: _____

Owner's and Owner's Agent Statement:

The undersigned owner of the building or ground above described, for the purpose of procuring the permit herein applied for, states that all of the above information is true to the best of their knowledge and belief. Except as otherwise noted on the drawings, the project complies with all applicable ordinances and Building Codes adopted by the City of Ladue. The undersigned further state that they have read and are entirely familiar with, Ordinances 1986, 1987, and 1988 as amended, and Ordinance 1175, as amended, as they apply to the proposed construction for which the permit is requested. I/we understand that incomplete applications will not be processed.

Agent's Signature

Owner's Signature

For Office Use Only:
Plan Submission Record:

Sent for Preliminary Review: _____	Permit Fee: \$ _____
Preliminary ARB Decision: _____	Inspections @ \$15.00 Each: \$ _____
Sent for ARB Review: _____	Inspection Adjustment: \$ _____
ARB Decision: _____	Other Adjustments: \$ _____
Sent to LRB: _____	Total Due: \$ _____
LRB Decision: _____	Deposit of \$ _____

Comment/Approval Record:

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

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